

2015-2016 reVISION ACTION Grant Guidelines

Grant Submission

Proposals must be submitted using the Nebraska Grants Management System (GMS) at

<https://portal.education.ne.gov>

After logging into the Portal, click on the blue tab “GMS” and then select the blue link “Perkins reVISION Action Grant”.

(This may need to be added to your Grants Selection by the District Administrator.)

Goal/Purpose

The purpose of this RFP is to assist districts that have completed the reVISION Career Education evaluation process in building their capacity to implement the action items identified through the reVISION process.

Eligible Recipients

Only those districts that have **completed** the reVISION Career Education evaluation process are eligible to apply for a reVISION Innovation Grant.

Use of Funds

This grant is intended to assist with implementing the action items that were identified through the reVISION process. The action items funded must be directly related to the implementation of the plan.

Only those activities that align with high skill, high wage and high demand occupational preparation and aligned with Nebraska’s economic priorities as defined in the Battelle study will be considered.

Grant funds may not be used to purchase materials, equipment or professional development for current programs unless the proposed expenditures address specific actions addressed in the reVISION Action Plan. Equipment must be thoroughly justified by the action items in reVISION plan to be an eligible expenditure.

The maximum amount schools may receive is \$50,000. However, districts may apply for up to that amount for three years immediately following the completion of the reVISION process.

Approvable expenditures under this Innovative Grant Program are the same requirements as the Perkins Basic Grant. For clarification on approvable expenditures, see the Perkins Management Guide at:

http://www.education.ne.gov/NCE/Manuals_Booklets/Mngmnt_Guide.html

Application Guidelines

An application must be submitted using the Nebraska Department of Education Grants Management System. In addition to the application in GMS, the reVISION Action Grant Worksheet must be uploaded into GMS with the application for funds. **One worksheet should be completed for each major activity proposed.**

GMS Application Procedure

- Select the **Perkins reVISION Action Grant**.
- Select **Create Application**.
- The **Overview** tab provides an explanation of the two sources of grant funds available.
- Select **Project Information** tab and complete the **Contact Information**. Ignore the **Allocation** section.
- Select the **Program Information** tab and complete the requested information under the **Proposal Information**.

- Select the **Supplemental Documents** tab. Upload a copy of the reVISION Final Plan of Action. Additional support materials may be provided to justify your request. These are not required, but may help support the need for the grant.
- Complete the **Needs and Baseline Data** with a description of the needs as identified through reVISION that support the Action Grant.
- Complete the **Equipment/Capital Outlay** tab if requesting any equipment over \$5,000 per item. This request must be thoroughly justified in the **Needs and Baseline Data**.
- Select the **Goals and Needs** tab
 - Check the appropriate uses of funds for each activity.
 - Complete the narrative for each Goal and Activity
- Select the **Budget** tab
- Complete the **Budget Detail** section allocating the amount requested to the appropriate categories. Use the following guidelines.

Object Category 100-Salaries

Administrative expenditures are limited to 5% of the total budget and can be spent for meeting general requirements of administering the grant (records retention, financial management). Documentation of individual staff time must be kept at the local level, and detailed on the itemized printout submitted to NDE when claiming for reimbursement. Grant funds can be used to pay staff for reVISION-related activities if the time spent is documented and justification is made for determining the rate of compensation. Under no circumstance is supplanting allowable. Stipends and substitutes are paid at the local district's established rate.

Object Category 200-Benefits

These may include social security, retirement, health insurance, worker's compensation, tax-sheltered annuities, life insurance.

Object Category 300-Purchased Services

Purchased services are allowable expenses, within reason, used to meet the intent of the program, and documented at the local level. Examples may include: postage, printing, consultant services, presenter services,

Object Category 400-Supplies and Materials

Supplies and materials are allowable expenditures, within reason, used to meet the intent of the program, and documented at the local level. Examples may include: meeting expense (food is eligible only when secondary to meetings, workshops, or events that provide an activity with an educational purpose; (i.e. the meal is not the purpose of the meeting); Office supplies used specifically for reVISION purposes

Promotional items-Non-allowable

- Prizes, rewards, and/or entertainment (recreational activities) are non-allowable expenditures as per federal guidelines. Promotional items and memorabilia, including souvenirs, after school or after event activities, and clothing are generally considered to be non-allowable expenditures because they do not serve a direct educational purpose.

Object Category 500-Capital Outlay

- Not applicable

Object Category 600-Travel/Other

- Instate travel is allowable. Mileage (paid at the local district's established rate)
- The Budget Summary will automatically fill from the Budget Detail page.
- Complete the Assurances tab
- Select the Submit tab

Required Reports/Products

The Final Report must be submitted by October 15, 2015. Closeout requirements include:

1. The final report consisting of a narrative of the procedures used and results of the project
2. A template is provided in GMS for the final report.
3. The final claim including an itemized printout detailing the expenditures from the project.

A copy of any curriculum, materials and/or implementation plan(s) developed through this grant. The final report and claim will not be processed until these items are submitted. Please upload and submit as an attachment to the Claim.

Fiscal Year for Utilization of Funds

Access to the approved grant funds is made available on or after July 1 2015 through reimbursement requests using the Grants Management System (GMS) Payments. Funds must be obligated or expended by June 30, 2016. After **October 1, 2015** and the Amended Grant Award Notification for the full annual allocation becomes available online, the reimbursement claims can be made up to 75% of the grant total. The balance can be claimed upon filing of the final claim, reports, and copies of curriculum, materials, and/or implementation plan(s) by October 15, 2016.

Timeframe

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| • April 15, 2015 | GMS opens for application submission |
| • May 15, 2015 | GMS closes – applications must be received by system |
| • May 22, 2015 | Notification of status pending State Board Approval
<i>(for those requesting \$25,000 or more)</i> |
| • June 5, 2014 | State Board Approval of selected applications |
| • July 1, 2015 | Grant Award Notifications forwarded |
| • July 1, 2015 –June 30, 2016 | Grant Award Year |
| • October 15, 2016 | Final report, claim and closeout materials due to NDE |

Further Information

For more information, please contact Rich Katt (rich.katt@nebraska.gov) or Cory Epler (cory.epler@nebraska.gov). <http://www.education.ne.gov/nce/revision.html>

Career clusters with instructional programs in areas of economic priority as identified by the Battelle study and eligible for reVISION Innovation Grant funding.

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Business Management and Administration
- Finance
- Health Science
- Information Technology
- Manufacturing
- Marketing
- STEM
- Transportation, Distribution and Logistics